



State of New Hampshire  
DEPARTMENT OF ENVIRONMENTAL SERVICES  
6 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095  
(603) 271-1749 FAX (603) 271-0869

Dear Internet user,

Thank you for your interest in organizing and sponsoring a household hazardous waste collection. Enclosed is your requested application package which contains the application form, information to help organize a household hazardous waste collection and a copy of the New Hampshire Hazardous Waste Rules, which apply to household hazardous waste collections (Part Env-Wm 1003).

The Rules state the obligations of collection organizer to qualify for receiving grant monies and the criteria used by the State of New Hampshire for dispensing the grant monies.

The NH Department of Environmental Services grants monies to organizers at the rate of \$0.25/capita (*or at a rate to be determined*) for the communities served, or up to half the disposal and education costs of the collection.

**The application must be received by this office on or before November 15 for *Spring* (January 1- June 30) collections and May 15 for *Fall* (July 1- December 31) collections and should include:**

- ◆ a general description of the collection project
- ◆ a summary of the public education campaign (include draft copies of brochures/educational materials)
- ◆ letters of commitment for all participating communities, if the collection is a regional project.

Please call me at (603) 271-2047 or e-mail me at [hhw@des.state.nh.us](mailto:hhw@des.state.nh.us) if you have any questions concerning the collection program or the application process for State grant monies.

Sincerely,

Melanie Wheeler  
HHW Coordinator

Enclosures:

- ◆ Application Form
- ◆ New Hampshire Hazardous Waste Rules (Part Env-Wm 1003)
- ◆ Organizing a Collection Project
- ◆ Letter of Commitment (sample)
- ◆ Suggested Warrant Article (sample)
- ◆ Suggestions for Reducing Costs
- ◆ Work Plan (sample)
- ◆ Site Safety, Spill Response and Emergency Evacuation Plan (sample)
- ◆ Suggestions for Site Selection and Choosing a Hazardous Waste Contractor
- ◆ Hazardous Waste Contractors

*Updated LMW 08/2003*



# Household Hazardous Waste Program

## HOUSEHOLD HAZARDOUS WASTE COLLECTION PROJECT GRANT MONIES APPLICATION FORM

### Instructions

- ◆ Complete all 5 sections (3 pages) and use additional sheets if necessary.
- ◆ Submit them to the Department of Environmental Services (the Department).
- ◆ The deadlines are **Nov 15** for *Spring*\* collections, and **May 15** for *Fall*\* collections.  
\* *Spring* (January 1- June 30)    *Fall* (July 1- December 31)
- ◆ Applications received after the deadlines will be approved only if funds are available.
- ◆ All funds will be distributed in accordance with Env-Wm 1003.

### I. General Information

***Applicant's Name:*** \_\_\_\_\_

***Applicant's Mailing Address:*** \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(Town / City) (State) (Zip Code)

***Contact Person:*** Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail address \_\_\_\_\_@\_\_\_\_\_

### II. Service Area

#### ***Communities Participating and Population\* to be Served:***

Community:	Population:	Community:	Population:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\*Use the current OSP or US census figures.

**Total Population:** \_\_\_\_\_

**Households to be served by the HHW Collection:** \_\_\_\_\_

(Total population divided by 2.4)

### III. Project Costs and Revenue Estimates

**Cost of Public Education:**

\$ \_\_\_\_\_ (1)

Educational Component required per NH Hazardous Waste Rules, Env-Wm 1003.08

**Cost of Hazardous Waste Contractor:**

a. Contractor's Fixed Costs: \$ \_\_\_\_\_

b. Contractor's Estimated Disposal Costs: \$ \_\_\_\_\_

Total of a. and b. \$ \_\_\_\_\_ (2)

**Total Estimated Project Cost (1) + (2):**

\$ \_\_\_\_\_

**State of NH Grant Monies Requested:**

\$ \_\_\_\_\_ (4)

Half the disposal and education costs of the HHW collection; (1) + (2) divided by 2 **or** the population times eligible rate (eg. 0.25 cents). The amount entered on line (4) for must be the lesser of the two.

**Matching Monies (list sources and amounts):** Total (of all below)

\$ \_\_\_\_\_ (5)

Community Funding: \_\_\_\_\_

County Funding: \_\_\_\_\_

Solid Waste District Funding: \_\_\_\_\_

Other Funding: \_\_\_\_\_

**Total Revenue (4) +(5):**

\$ \_\_\_\_\_

### IV. Event Details

**Note:** The Department must be notified of any changes in the date, time or location of the collection.

**Do you require pre-registration for this event?** Y / N If yes, by when? \_\_\_\_\_

**Project's Proposed Date & Time:** \_\_\_\_\_

(Date)

(Time)

***Proposed Site of Project:***

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(Street Address)

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(Town / City)

***Do you have a limit on the amount of waste that can be brought to the collection? Y / N***

If yes, what is the limit? \_\_\_\_\_

***For events with multiple collection sites: how many sites do you have? \_\_\_\_\_***

Can residents of any participating town use any collection sites? Y/N

If no, please list which towns must use which site on a separate page.

***Will you allow a limited number of residents, from non-participating communities, to drop off wastes during your collection (for emergency situations only, approved by the department)?***

Y/N

**V. Attachments**

Attach a one to two page summary that includes the following information:

***A general description of the project, including:***

- ◆ how the applicant will allocate the grant award; and
- ◆ how the applicant will fulfill the grant award's dollar-for-dollar match requirements.

***How the applicant will fulfill the public education component, including:***

- ◆ ways you will promote the reduction of HHW (pollution prevention);
- ◆ education you will provide about the potential dangers of HHW; and
- ◆ ways you will educate your citizens about proper disposal of HHW.

To be eligible for grant funds, you must conduct an educational campaign, which is more than simply promoting or advertising your collection. Your educational component must include the information listed under Section V, Part 2 (above). The Department's brochure, Hazardous Materials in Your Home, is useful in this effort; however, it should not be the sole form of education. If you have questions, please call Melanie Wheeler at 271-2047; the Department has materials available to help you with your educational component.

***In the case of an Application serving more than one municipality, please attach a Letter of Commitment from each participating community stating each municipality's commitment to join the regional HHW collection project.***

***I certify that, to the best of my knowledge, all of the foregoing information is complete and accurate.***

\_\_\_\_\_  
***(Signature of Authorized Person)***

\_\_\_\_\_  
***(Date)***

\_\_\_\_\_  
***(Print Name and Title of Authorized Person)***

**Mail or fax the completed application with the attachments to:**

**Note: Application must be received at least 10 weeks prior to the proposed HHW collection date.**

NH Department of Environmental Services  
Waste Management Division  
Household Hazardous Waste Coordinator  
6 Hazen Drive  
Concord, NH 03301-6509

Fax: (603) 271-0869

**If you have any questions, you may contact us at:**

Telephone: (603) 271-2047

E-mail: [hhw@des.state.nh.us](mailto:hhw@des.state.nh.us)

Website: [www.des.state.nh.us/hhw](http://www.des.state.nh.us/hhw)

